



STATE OF CALIFORNIA –
CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR’S OFFICE

OPEN CONTINUOUS EXAMINATION

ADMINISTRATOR FOR (VARIOUS SPECIALTIES)

(ACADEMIC PLANNING & DEVELOPMENT)
(FACILITIES PLANNING & UTILIZATION)
(FISCAL PLANNING & ADMINISTRATION)
(STUDENT SERVICES PLANNING & DEVELOPMENT)
(VOCATIONAL EDUCATION)

Exam Code: 5CCCA
Exam Code: 5CCCB
Exam Code: 5CCCC
Exam Code: 5CCCD
Exam Code: 5CCCE

SALARY RANGE: \$6,643 - \$8,318

THIS BULLETIN ISSUED ON DECEMBER 1, 2015 CANCELS AND SUPERSEDES ANY PREVIOUS BULLETINS

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

WHO MAY APPLY	Persons who meet the minimum qualification (entrance requirements) as stated on this announcement may apply for this examination once in a 12-month period.
HOW TO APPLY	<p>Applications must be submitted by mail or personally delivered to the California Community Colleges Chancellor’s Office (CCCCO), Human Resources Office.</p> <p>Applications may be submitted by mail or in person to:</p> <p>California Community Colleges Chancellor’s Office Human Resources Office Attn.: Administrator Examination 1102 Q Street, #4400 Sacramento, CA 95811</p>

SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE.

APPLICATIONS WILL NOT BE ACCEPTED VIA FAX OR EMAIL.

CLEARLY INDICATE THE EXAM TITLE(S) AND CORRESPONDING EXAM CODE(S)
FOR WHICH YOU ARE APPLYING ON THE APPLICATION.

CUT-OFF DATES	<p>January 20 and July 20</p> <p>Applications must be POSTMARKED no later than the cut-off date for the current administration. Applications postmarked, or personally delivered after the cut-off date for the current administration will be held until the next administration.</p>
EXAMINATION INFORMATION	<p>This examination will consist of a Training and Experience (T&E) Evaluation weighted 100%. In order to obtain a position on the eligible list a minimum overall rating of 70% must be attained in the examination. This examination is designed to elicit specific information regarding each candidate’s education, training, and experience relative to the testing classification. Responses to the T&E Evaluation will be assessed based on pre-determined rating criteria.</p> <p>NOTE: The T&E Evaluation package will be e-mailed to those candidates who meet the minimum qualifications approximately three to four weeks after the cut-off date for the current administration. <u>Include your email address on your application.</u></p>
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>It is your responsibility to make sure you meet the minimum qualifications as stated below by the cut-off date listed in this announcement. Your signature on your application indicates you have read, understood, and possess the basic qualifications required. Your responses are subject to verification. <u>Applicants are required to provide documentation of all education (official transcripts and/or diploma).</u></p> <p>NOTE: All applications must include: “to” and “from” employment dates (month/day/year), time base, and job titles/official civil classification titles, and detailed description of the specific duties performed. College course information must include: name and address of institution, title, semester or quarter credits, completion dates, and title and type of degree (if applicable). Applications must also contain <u>original signatures</u>. Applications excluding any of this information may be rejected. Resumes containing additional information may be submitted with the examination application.</p>

See next page for additional information

**POSITION
DESCRIPTION
AND LOCATION**

This is the first supervisory level and functions as either a program chief or senior staff person on a major project in a nonsupervisory capacity. As a supervisor, incumbents plan and direct the development, administration and evaluation of an ongoing statewide Community College specialty area such as academic programs, student services, facilities and financial planning and administration, information services, or vocational education program development or program operation. Incumbents typically supervise three or more subordinate professional staff engaged in research and consultative activities and report directly to either an Assistant Chancellor or the Chancellor. Nonsupervisory positions in this class perform high level administrative, coordinative, and consultative duties on the most complex assignments which are characterized in their impact by being systemwide, intersegmental, interunit, interdisciplinary, controversial, and legislatively sensitive in nature and report to either an Assistant Chancellor or the Chancellor.

This position requires travel in California and throughout the United States and working non-standard business hours.

Positions exist in Sacramento only.

**MINIMUM
QUALIFICATIONS**

EDUCATION ALL LEVELS

EITHER:

Possession of an earned bachelor's degree granted by an accredited institution of higher education or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310.2. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

OR:

Possession of a Community College Supervisor Credential.

AND EITHER I

EXPERIENCE: One year of experience in the California state service performing higher education administration duties comparable to those performed by a Specialist in the California Community Colleges.

OR II

EXPERIENCE: Four years of administrative, supervisory, coordinative, or equivalent level experience in the appropriate field or specialization as indicated below, including or supplemented by two years of experience in higher education, preferably in a community college.

(Possession of an earned doctorate degree granted by an accredited institution of higher education or equivalent degree approved by the California superintendent or Public Instruction under the provisions of California Education Code Section 94310.2 may be substituted for two years of the managerial, administrative, supervisory, coordinating or teaching experience under Pattern II. Possession of an earned master's degree may be substituted for one year of the managerial, administrative, supervisory, coordinating or teaching experience under Pattern II.)

Administrator Level, California Community Colleges Field or Specialization:

Administrator for Academic Planning & Development: Academic instructional programs, preferably including or supplemented by research, curriculum development, program evaluation, policy analysis or bilingual/crosscultural.

Administrator for Facilities Planning & Utilization: Education facilities planning and utilization.

Administrator for Fiscal Planning & Administration: Business management activities including budget preparation of analysis or the conduct of studies of fiscal or business affairs or of school district organization, capital outlay, facilities planning, and utilization.

Administrator for Student Services Planning & Development: Educational and community relations programs for the economically and educationally disadvantaged, counseling student services, student affirmative action, handicap programs and financial aid.

Administrator for Vocational Education: Broad vocational instructional programs, preferably including or supplemented by curriculum development.

**DESIRABLE
COMPETENCIES**

In appraising the relative qualifications of candidates, consideration will be given to the range and depth of pertinent experience in the following CCCCO Professional Development Competencies: Ethics and Integrity, Interpersonal Skills, Personal Credibility, Oral and Written Communication, Teamwork, Analytical Thinking, Thoroughness, Decision Making, Flexibility, Fostering Diversity, Customer Focus, Influencing Others, Team Leadership, Conflict Management, Stress Management, Creative Thinking, Developing Others, Global Perspective, Planning and Organization, Professional and Personal Development, Change Leadership, & Applies Technology to Tasks.

**ADDITIONAL
DESIRABLE
QUALIFICATIONS**

In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under "Minimum Qualifications."

Willingness to:

1. Maintain professionalism while conducting duties as a representative of the Agency and the State of California.
2. Promote positive, collaborative, professional working relationships with all persons contacted through the course of work.
3. Take initiative to identify alternatives and make recommendations to improve processes and procedures.
4. Participate on committees or in professional groups and organizations.
5. Work outside of normal business hours.
6. Travel and work away from the office for periods of time as needed.

See next page for additional information

SCOPE OF EXAMINATION

- Knowledge of:**
1. Principles of administration of the California Community Colleges to effectively administer Agency programs.
 2. Principles in personnel management (e.g., hiring, staff development, training, and supervision) to manage staff resources.
 3. Federal and state education laws and Agency rules and regulations to formulate, develop, and implement policies, procedures, and programs and ensure compliance.
 4. The functions of the Board of Governors, Consultation Council and the Chancellor's Office of the California Community Colleges to effectively administer Agency programs.
 5. The mission, goals, programs, and policies of the Agency to effectively administer Agency programs.
 6. The Legislative process to analyze, review and propose legislation to support educational programs and ensure compliance.
 7. Equal Employment Opportunity laws to promote the Agency's Equal Employment Opportunity objectives, policies, and goals in making hiring and employment decisions.
 8. Budget, contract and grant preparation to request and manage operational resources, forecast expenditures/needs, remain within budgetary authority, and to effectively administer Agency programs.
 9. Principles, practices and trends in education to effectively administer Agency programs.
 10. Educational research methods and statistical techniques to review and evaluate program effectiveness, best practices, and innovative approaches.
 11. Education programs, curriculum, and instructional methods to effectively administer Agency programs.

- Ability to:**
1. Establish and maintain cooperative relationships with Agency employees, personnel in the community colleges and other state and federal agencies, and other stakeholders.
 2. Effectively manage employees to ensure their work meets quality, quantity, and timeliness standards and is consistent with Agency goals and objectives.
 3. Exercise tact, resourcefulness, and good judgment with all stakeholders to establish and maintain cooperative and effective working relationships.
 4. Present ideas clearly and concisely in verbal and written form to effectively convey information to stakeholders.
 5. Accurately interpret and apply statutes, regulations, and other policies to ensure compliance with state and federal laws.
 6. Effectively represent the Board of Governors and the Chancellor as assigned, to carry out Agency goals and objectives
 7. Prepare clear and concise reports, publications, correspondence, and other documents in accordance with the Agency Style Guide, to communicate information internally and externally and to comply with state laws and mandates.
 8. Analyze situations accurately and take appropriate action to support Agency goals and objectives.
 9. Effectively establish and maintain program and project priorities in the work unit or division to meet Agency goals and objectives.
 10. Effectively assume leadership in the planning, development, implementation and evaluation of educational programs, policies, and procedures to meet Agency goals and objectives.
 11. Effectively direct a statewide community college program to ensure efficient resource management and that Agency objectives are met.
 12. Effectively implement Equal Employment Opportunity laws to promote the Agency's Equal Employment Opportunity objectives, policies, and goals in making hiring and employment decisions.
 13. Independently gather and analyze data and other information to perform research and analytical studies and to support Agency policies and programs.

ELIGIBLE LIST INFORMATION

Possession of the entrance requirements does not assure a place on the eligible list. Names of successful competitors are merged onto the list in order of final scores, regardless of date. Eligibility expires after 12 months. A departmental open eligible list will be established for the California Community Colleges Chancellor's Office. Placement on the list does not guarantee you will be selected for a job. The list will expire 12 months after it is established unless the needs of the service and condition of the list warrant a change in this period.

VETERANS' POINTS

Veterans' Preference credits will be added to the final score of those competitors who are successful in this examination and who qualify for, and have requested, these points through the California Department of Human Resources. (See "General Information" on this bulletin for information regarding Veterans' Preference.) Veterans' preference points and career credits are not granted in promotional examinations.

CAREER CREDITS

Career Credits will not be added to the final score of this examination.

CONTACT INFORMATION

California Community Colleges Chancellor's Office, Exam Unit at (916) 445-7911 or hrexams@cccco.edu

See next page for additional information

GENERAL INFORMATION

The California Community Colleges Chancellor’s Office reserve the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Americans with Disabilities Act, Title II: The California Community Colleges Chancellor’s Office (CCCCO) is committed to a strong policy of equal employment opportunity. To this end, CCCCCO does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CCCCCO on the basis of race, color, national origin, ancestry, religion, creed, sex, marital status, sexual orientation, pregnancy, age, veteran status, political affiliation, or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request. Candidates must be able to perform the essential functions of the position with or without reasonable accommodations.

Applications are available at California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, the California Community Colleges Chancellor’s Office, and online at <https://jobs.ca.gov/pdf/std678.pdf>

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examination, investigation may be made of employment records and personal history and fingerprinting may be required.

Veterans’ Preference: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

- 1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans’ preference.
- 2. An entrance examination is defined, under the law, as any open competitive examination.
- 3. Veterans’ Preference is not granted once a person achieves permanent civil service status.

The (CalHR) has information on how to apply for Veterans’ Preference on their website at <http://www.jobs.ca.gov/> and on the Application for Veterans’ Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at <http://www.cdva.ca.gov/>

TDD is Telecommunications Devise for the Deaf and is reachable only from phones equipped with a TDD device

California Relay Telephone Service for the Deaf or Hearing-Impaired
From TDD phones: 1-800-735-2929
From voice phones: 1-800-735-2922

Final File Date: Continuous	Administrator for (Various Specialties)	Exam Codes
	(Academic Planning & Development) EM45/2450	5CCCA
	(Facilities Planning & Utilization) EM65/2452	5CCCB
	(Fiscal Planning & Administration) EM74/2453	5CCCC
	(Student Services Planning & Development) EM55/2451	5CCCD
	(Vocational Education) EM83/2456	5CCCE